



**FIDELIS**  
— COLLEGE —

## Credit Controller (Part-Time)

### Recruitment Pack

**Application Deadline | Friday 22nd May 2026**

**Start date | As soon as possible**



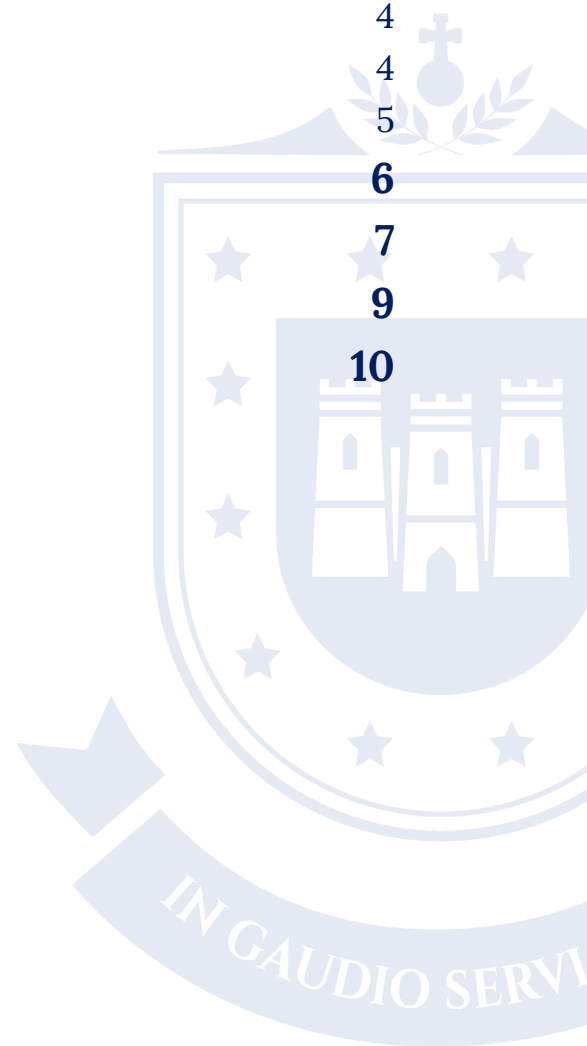


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## Headmistress' Welcome

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Dear applicant,

Thank you for your interest in Fidelis College. We are an exciting, co-educational independent school for ages 4-18. We are ambitious for the success of our pupils, not just in terms of their academic qualifications but also their personal development and character.

We are now looking to appoint an enthusiastic and dynamic **Credit Controller**. The successful candidate will play a central role within our Finance Team to ensure fees are collected promptly and that debt is managed effectively and with courtesy.

If you feel that this role suits your strengths and interests, I encourage you to apply by Friday 22nd May 2026.

Thank you again for your interest and I wish you every success in your career.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'M. Kemp', is written over a white background.

Mrs. Maria Kemp





# FIDELIS — COLLEGE — About the School

## Our Vision & Ethos

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At Fidelis College, we believe education is about forming *great young people* – not just high exam results. Our mission is for every pupil to grow intellectually, morally, and personally so that they make a positive contribution to society.

We cultivate a learning culture rooted in:

- Academic ambition and intellectual curiosity
- Virtue based character formation grounded by a Catholic ethos
- Partnership with families to nurture personal growth

Through a personalised tutorial system and strong pastoral care, we help pupils develop resilience, compassion, responsibility and joy in learning.

## School Structure at a Glance

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**Fidelis Prep** - Foundational literacy, numeracy, creativity and character development designed to inspire confidence and curiosity.

**Senior School** - A broad curriculum that balances the traditional core academic subjects with the Arts, emphasising depth of understanding and intellectual engagement.

**Sixth Form** - Academic challenge paired with personal development, leadership opportunities, and robust university/career preparation.



## What Makes Fidelis College Distinct

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**All Round Education** - An uncompromising commitment to personal, academic, cultural and sporting excellence.

**Education within a Catholic Ethos** - Each pupil follows a unique programme of character development based on a Christian vision, tailored to their needs via the personal tutorial system.

**Partnership with Parents** - We work closely with parents to support each child's growth, helping them reach their potential and become responsible members of society.

**Continuity from 4-18** - A seamless journey from Prep, through Senior School, to a purpose-driven Sixth Form prepares pupils intellectually and personally for life beyond school.

**Personalised Attention** - Small classes and a tailored character-development programme mean each pupil is known and supported.

**Character first Philosophy** - We explicitly teach qualities such as courage, responsibility and integrity alongside academic rigour



## Fidelis College Mission

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At **Fidelis College**, we aim for all our pupils to grow into the best version of themselves, fulfilling their academic potential and, just as importantly, helping them to acquire the strength of character, personal qualities and moral compass that will stand them in good stead throughout their life.

We aim to do this by working in **close partnership with parents** to promote personal growth in every aspect of their child's life. In the academic sphere we encourage a **deep love of learning** and a **spirit of intellectual adventure** while providing a solid and supportive foundation for **success in public examinations**. Our **character education** programme places great emphasis on the **acquisition of virtue** through our **tutorial programme, extracurricular offerings** and in our **daily relationships** with others. We seek to appoint teachers who are not just experts in their field but who will be **excellent role models** for pupils and will lead by example. A rounded education also involves exposing our pupils to all the best that has been said, produced and written so that they become **culturally literate** and come to appreciate by themselves all that is good, true and beautiful. We aim to provide excellent **pastoral care** in a safe and supportive environment and encourage pupils to develop a sense of responsibility, physical and emotional wellbeing and a **spirit of generous service**.

Imbuing all our educational endeavours with the perennial values of the **Catholic faith**, we therefore seek to provide a **unique educational offering** preparing the pupils under our care to become fulfilled and happy individuals ready to face the challenges of life and able to make a positive contribution to society.



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## Job Description

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**Salary:** The salary for this post will depend on the qualifications and experience of the candidate discussed at the interview.

**Start Date:** As soon as possible

**Responsible to:** Bursar and Finance Manager

**Hours:** 2-3 days per week (15–22.5 hours), by agreement

### The Role:

To support the effective management of school fee income by ensuring timely collection of tuition fees, maintaining accurate records, and building positive relationships with parents. The role is critical to maintaining strong cash flow and minimising bad debt.

### Key Responsibilities – Credit Control & Collections:

- Monitor aged debtor balances and proactively follow up outstanding school fees and other charges
- Contact parents via phone, email, and formal correspondence to secure payment
- Operate a structured credit control process aligned with the school's policy
- Agree, document, and monitor payment plans where appropriate
- Escalate persistent arrears in line with school procedures (including involvement of senior leadership where required)

### Key Responsibilities – Accounts Receivable:

- Maintain accurate fee payer accounts within the finance and MIS systems (iSAMS Fee Billing and iFinance/AccountsIQ)
- Allocate receipts and reconcile parent accounts
- Investigate and resolve billing queries, including VAT-related queries where applicable
- Issue statements, reminders, and formal notices in accordance with the school calendar



### **Key Responsibilities – Reporting:**

- Produce regular aged debt reports for the Bursar
- Highlight trends, risks, and key accounts requiring attention
- Support monthly and termly reporting cycles

### **Key Responsibilities – Stakeholder Engagement**

- Build professional, courteous, and empathetic relationships with parents
- Liaise with Admissions, Finance, and Senior Leadership to resolve issues
- Ensure all communications reflect the ethos and values of Fidelis College

### **Key Responsibilities – Process & Compliance**

- Support continuous improvement of credit control procedures
- Ensure compliance with GDPR and confidentiality requirements
- Maintain accurate and audit-ready records

### **Person Specification – Essential**

- Experience in credit control or accounts receivable
- Strong communication and negotiation skills
- Ability to handle sensitive financial matters with discretion
- High level of accuracy and attention to detail
- Competent in Excel and finance systems
- Ability to work independently and manage time effectively

### **Person Specification – Desirable**

- Experience in an independent school environment
- Familiarity with iSAMS Fee Billing, iFinance/AccountsIQ or similar systems
- Understanding of termly billing cycles and VAT on independent school fees



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## Application Procedure

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**To apply for this role, please visit:**

<https://www.tes.com/jobs/vacancy/>

**Please note:**

We do not offer visa sponsorship.

**Closing date for this role:**

Friday 22nd May 2026

**Enquiries about the role should be directed to:**

Miss L Bailey, School Administrator on 020 8185 7770 // [recruitment@fidelis.org.uk](mailto:recruitment@fidelis.org.uk)





## FIDELIS COLLEGE Safeguarding

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**Fidelis College is committed to safeguarding and promoting the welfare of children.** Our Child Protection & Safeguarding Policy can be found [HERE](#).

**Fidelis College** is legally obligated to process an **enhanced Disclosure and Barring Service (DBS)** check before making appointments to relevant posts.

**The DBS check** will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check. **It is an offence to seek employment in regulated activity if you are on a barred list.**

We will use the DBS check to ensure we comply with the **Childcare Disqualification Regulations**. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be **processed in accordance with data protection regulations** and Fidelis College's privacy notice.

Please find our Safer Recruitment Policy [HERE](#).

**The school reserves the right to appoint prior to the closing date.**